

Deliverables:

Meeting agenda, sign-in sheet and notes distributed to meeting attendees.

3. Addenda Packages and Clarification Letters

Level of Service:

Prepare up to two (2) addenda packages and clarification letters in response to bidder questions under the direction of the Project Engineer. The responses shall be submitted to the City of Leesburg Purchasing Department.

Deliverables:

Responses to bidder questions and revisions to applicable construction plans and specifications.

4. Bid Opening

Level of Service:

The bid opening shall be attended by the Project Engineer or a designated project team member.

Deliverables:

This task has no deliverable.

5. Tabulation of Bids

Level of Service:

A tabulation of bids shall be prepared under the direction of the Project Engineer in a spreadsheet format. The Project Engineer shall certify the bid tabs.

Deliverables:

Electronic versions (xls and pdf) of the tabulation of bids.

6. Recommendation of Award Letter

Level of Service:

The tabulation of bids and bidder submittal items will be reviewed. The recommendation of award letter will comment on the responsiveness and regularity of the bidders' submittal items.

Deliverables:

A recommendation of award letter will be submitted to the City of Leesburg.

COMPENSATION

Compensation to complete the work as described above, is summarized below and detailed in the attached Exhibit B –Fee Summary Spreadsheet.

Service Description	Fee Type	Amount
Basic Services – Bidding	Lump Sum	\$11,480
TOTAL FEE		\$11,480

The total fee for the services as described in the Scope of Work above is Eleven Thousand, Four Hundred Eighty Dollars (\$11,480). Monthly billing for lumps sum items will be based on percentage of the work complete.